

LICENSE RENEWAL INFORMATION
(for Salespersons and Individual Brokers)

RE 211A (Rev. 10/98)

General Information

- The following real estate forms are referenced by form number in this information sheet.

RE 203	Branch Office Application
RE 204	Change Application (for broker licensees)
RE 205	State Public Benefits Statement
RE 206	Examination and Licensing Fees
RE 208	Broker Renewal Application
RE 209	Salesperson Renewal Application
RE 214	Salesperson Change Application
RE 221	Statutory Course Transcript Submittal
RE 251	Continuing Education Course Verification

- If you have any questions or need renewal forms, you may contact the District Office nearest you or write or call:

Department of Real Estate
Licensing Division
P.O. Box 187000
Sacramento CA 95818-7000

Telephone: (916) 227-0931.

Renewal Forms

The Department of Real Estate (DRE) mails a renewal form to the mailing address on record approximately 60 days prior to the license expiration date. The form is sent as a courtesy only and non-receipt of the form does not relieve the licensee from the responsibility of renewing the license.

If you electronically re-create a renewal form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Proof of Legal Presence (PLP)

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Documents Required

To renew a real estate license, whether you are working in real estate or not, DRE must receive *all* documents listed below:

- RE 208 or 209, properly completed and signed
- RE 251, properly completed and signed
- RE 205 and proof of legal presence document (*see PLP above*)
- A personal, business or cashier's check (or money order), for the proper amount, made payable to the "Department of Real Estate"

On Time Renewal Requirements

Current requirements include submission of a properly completed renewal application, on time renewal fee, RE 205 and supporting document (*see PLP above*), and properly completed RE 251 showing evidence of completion of the appropriate hours of approved continuing education (CE) courses completed within the four years immediately preceding renewal date. Renewal documents must be postmarked no later than midnight of the four-year license expiration date to be considered on-time. Meter stamps are not acceptable as proof of mailing. Section 10156.2 of the Business and Professions code allows for continued operations under the existing license after its expiration date unless notified otherwise by DRE. Your canceled check will serve as proof of renewal receipt until the license arrives. If any part of the renewal documents are submitted after the expiration date, the entire renewal packet may be considered late, and the balance of the current late fee required.

Refer to RE 206 for current fees.

When to submit renewal packet

Do not submit renewal documents more than 60 days prior to license expiration date.

License Certificate

A new four-year license certificate will be issued and sent to the mailing address provided on the renewal application.

Late Renewal

Licensees (excluding conditionally suspended license holders) who fail to renew on time, are allowed a two year grace period beyond the license expiration date in which to renew on a late basis. **ACTIVITIES REQUIRING A LICENSE CANNOT BE PERFORMED WHILE THE LICENSE IS EXPIRED.**

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To renew an expired license, all late renewal documents, including a properly completed and signed renewal application, late renewal fee, RE 205 and supporting documents (*see PLP above*), and proof of completion of appropriate hours of approved CE courses completed within the four years immediately preceding the date the renewal is received by DRE, must be postmarked no later than midnight of the end of the two-year late renewal grace period. Meter stamps are not acceptable as proof of mailing. Failure to submit all renewal documents within the two-year grace period will result in loss of renewal rights and will require re-qualification through the examination process before again becoming licensed in real estate.

In the case of a late renewal, all renewal documents and proper fee must be received, and a license certificate issued by DRE, before licensed activities may be resumed.

Refer to RE 206 for current fees.

Continuing Education Requirements

- **Real Estate Salesperson (first renewal only)**

Sections 10153.3 and 10153.4 et al of the Business and Professions Code mandate that salespersons required to qualify for the real estate examination by submitting evidence of completion of a three-semester unit or four-quarter unit college-level course in Real Estate Principles, and who have submitted evidence of successful completion of the two additional college-level courses, are required, for the first renewal only, to complete a three-hour course in each of the following: ethics, agency, fair housing, and trust fund handling.

If the two additional college-level course transcripts were not submitted prior to the four-year license expiration date, **there are no late renewal rights**. Salespersons who want to be licensed again in real estate must re-qualify through the examination process.

If you are still within your first four-year license term and wish to submit statutory transcripts, you may fax them to DRE at (916) 227-0925, or mail them to Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001. Include your license identification number and mailing address, or use form RE 221.

Do not submit a renewal packet at the 18-month conditional suspension date.

- **Real Estate Salespersons and Brokers (except first renewal for salesperson)**

Forty-five hours of approved continuing education courses are required for all broker renewals, and all subsequent salesperson renewals. The 45 hours must include a minimum 18 hours of consumer protection courses (CP), as well as a three-hour course in each of the following: ethics, agency, fair housing, and trust fund handling. The 15-hour balance needed to complete the total 45 hours

may be earned by completing courses in either the consumer service (CS) or consumer protection (CP) categories. In the case of an on time renewal, all courses must have been completed within the four-year period *immediately preceding* renewal. In the case of a late renewal, all courses must have been completed within the four-year period *immediately preceding* the date DRE receives the late renewal application.

Upon completion of a DRE-approved continuing education course, the course sponsor will provide the licensee with a certificate having either an 8-digit or 13-digit course number, listing the course title, course completion date, and course category (CS or CP). You will need the information provided on the certificate to complete the RE 251 at renewal time. Do not submit course certificates to DRE prior to renewal, as DRE does not maintain or validate records of CE credits prior to receipt of a completed renewal application. If you have lost a certificate, request a duplicate from the sponsor of the course involved; course sponsors are required to maintain their records for a five-year period.

Branch Offices

To add or cancel existing branch office licenses, complete RE 203 and submit with renewal package.

Changes

Changes listed on an on-time renewal application normally will be effective on the application received date. Additional changes (changes effective prior to the renewal date) that occur after the renewal packet has been mailed, should be submitted on the appropriate change form with a note indicating that the information on the renewal form is being updated. Changes listed on a late renewal will be effective the date the license is issued.

If you provide a business address as your mailing address, please include “c/o” (in care of) information.

Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.